

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ORAL HEALTH ADVISORY COMMITTEE**

**BYLAWS**

**ARTICLE I  
NAME**

- A. The name of this advisory committee shall be the DEPARTMENT OF HEALTH AND HUMAN SERVICES ORAL HEALTH ADVISORY COMMITTEE.

**ARTICLE II  
PURPOSE and ROLE**

- A. The purpose of this Advisory Committee shall be to advise and assist the Department of Health and Human Services (hereinafter referred to as “the department”) in the administration of the Oral Health Program.
- B. The role of this Advisory Committee shall be to support the following department mission, as it relates to oral health:
- a. The Department of Health and Human Services promotes the health and well-being of Nevadans through the delivery or facilitation of essential services to ensure families are strengthened, public health is protected and individuals achieve their highest level of self-sufficiency.
- C. The role of Advisory Committee members will be to represent the best interests of the program in all public communications. Official statements regarding the program must be approved in advance by the Administrator of the Health Division (hereinafter referred to as the “Administrator”).

**ARTICLE III  
DUTIES**

- A. The Advisory Committee shall:
- a. Assist department staff in determining the needs of local communities and in setting priorities for the promotion of oral health;
  - b. Assist in the development of performance indicators, accountability measures, reporting requirements and program policies.

**ARTICLE IV  
MEMBERSHIP and TERMS**

- A. The Advisory Committee shall be composed of thirteen (13) members appointed by the Administrator from a list of persons provided by the Advisory Committee.
- B. Members shall serve a two-year term. Any member of the Advisory Committee may be reappointed.

- C. Each member is expected to participate in a majority of the meetings and activities. The Advisory Committee may, after discussion, request a member resign due to absences.
- D. Upon the occurrence of any vacancy, the Advisory Committee shall make recommendations to the Administrator to appoint a new member. When a member is appointed to fill an unfinished term, that member shall complete the unfinished term and will be eligible to be appointed for additional terms.

## **ARTICLE V OFFICERS**

- A. The Advisory Committee shall:
  - a. At the first meeting of the biennium, the Advisory Committee shall elect a Chair and Vice Chair from among its members.
    - i. The nominee receiving the highest number of votes for each of the two positions shall serve in the respective office.
  - b. The Chair shall preside at all meetings and generally supervise the affairs of the Advisory Committee, or designate a representative to do so.
  - c. The Vice Chair shall assist and assume the duties of the Chair in case of his absence.
  - d. Terms of office shall be for two (2) years with eligibility for re-election for one additional consecutive term.

## **ARTICLE VI MEETING PROCEDURES and PROTOCOL**

- A. The Advisory Committee shall:
  - a. Meet at the call of the Director, the Chair or a majority of its members as necessary, within the budgetary constraints of the Advisory Committee, but not to exceed six meetings per year; and
  - b. Adopt rules for its own management and government.
- B. A majority of the members of the Advisory Committee constitutes a quorum for the transaction of business, and a majority of a quorum present at any meeting is sufficient for any official action taken by the Advisory Committee.
- C. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive)
- D. Advisory Committee members shall, to the extent practicable, inform department staff at least twenty-four (24) hours in advance of an anticipated absence.
- E. In the event that a videoconference is scheduled to accommodate Advisory Committee members or the public, the following procedures will be observed:
  - a. Speakers will identify themselves to the Chair for the benefit of remote participants;
  - b. The Chair will restate the names of members who make and second motions requiring action;
  - c. All members will facilitate the process by observing the following:

- i. Refraining from informal speech or conversation that is not intended for public consumption;
- ii. Proactive inclusion of members from remote sites; and
- iii. Attentiveness to speakers from remote sites.

## **ARTICLE VII**

### **WORK GROUPS**

- A. The Chair of the Advisory Committee may appoint groups composed of members of the Advisory Committee, former members of the Advisory Committee and members of the public who have relevant experience or knowledge.
- B. Work groups may be formed for the purpose of considering specific problems or matters related to and within the scope of activities of the Advisory Committee.
- C. Work groups may take action with a majority of members present.
- D. Work groups are subject to the open meeting law.
- E. All recommendations approved by work groups will be forwarded to the Oral Health Advisory Committee for further action.

## **ARTICLE VIII**

### **EXPENSES**

- A. All members of the Advisory Committee will serve without compensation, while engaged in the business of the Advisory Committee.
- B. While engaged in the business of the Advisory Committee, each member of the Advisory Committee is entitled to receive the per diem allowance and travel expenses provided for state officers and employees.
- C. A member of the Advisory Committee who is an officer or employee of this State or a political subdivision of this State must be relieved from his duties without loss of his regular compensation so he may prepare for and attend meetings of the Advisory Committee and perform any work necessary to carry out the duties of the Advisory Committee in the most timely manner practicable. A state agency or political subdivision of this State shall not require an officer or employee who is a member of the Advisory Committee to:
  - a. Make up the time he is absent from work to carry out his duties as a member of the Advisory Committee; or
  - b. Take annual leave or compensatory time for the absence.

## **ARTICLE IX**

### **CONFLICT OF INTEREST**

- A. The department will survey its Advisory Committee members annually to collect information regarding their affiliations outside the department. Each member is responsible for fully disclosing all current affiliations.
- B. Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization

with which the member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair or a majority of the Advisory Committee may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

## **ARTICLE X AMENDMENTS**

- A. These operating procedures may be altered, amended, or repealed by a majority of the Advisory Committee members at any of its regularly scheduled meeting subject to affirmation of the Director.

ADOPTED AND APPROVED this \_\_\_\_ day of \_\_\_\_.

\_\_\_\_\_  
Chair, Oral Health Advisory Committee

Advisory Committee Members:

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APPROVED:

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Alex Haartz, MPH  
Administrator, Health Division